CMS

MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F. C.*
             Bureau of Communications and Computer Services

DATE: July 23, 2001

SUBJECT: State of Illinois Telephone Directory:
             Departmental and Alphabetical Printing Deadline

DIRECTORY PRINTING DEADLINE

Attached are the final proofs of both departmental and alphabetical listings of your agency's entries in the State of Illinois Telephone Directory. Proofs are prepared using the MONIES (Management of Network Income and Expense Services) directory database.

It is important that all agencies review the accuracy of each alphabetical and departmental entry, in addition to verifying the order placement of each departmental listing. Changes in telephone listings in the alphabetical section should also be updated in the corresponding departmental listings, if applicable.

Telecommunications industry standards have changed and now **TTY** (Text Typewriter, formerly known as TDD Telecommunications Device for the Deaf) is used as the correct terminology identifying telephone equipment compatible with the needs of the hearing impaired. Your agency's departmental and alphabetical listings should use only the term TTY, if applicable, in your entries.

Agencies with access to MONIES must complete all departmental and alphabetical additions, changes, or deletions by close of business Wednesday, August 8, 2001.

Agencies _without_ access to MONIES must submit corrected proofs to the Division of Telecommunications by close of business Monday, August 6, 2001. Central Management Services - Telecommunications personnel will only make directory changes for agencies that do not have access to the MONIES database. All returned proofs should be signed and dated by the party authorizing the changes. Agencies should return corrected proofs to: Directory Project, CMS–Telecommunications, 1ˢᵗ Floor, 120 West Jefferson, Springfield, IL 62702.

As a result of a delay in the bid process, the MONIES directory database will be copied and formatted for printing on Friday, August 10, 2001. **Any changes, additions, or deletions made after close of business on Wednesday, August 8, 2001 may not be included in the new printed directory.** You will be notified when new directories are available.

The MONIES database serves as the source of information for:

- Alphabetical and departmental listing information available on the state's home page
- Alphabetical and departmental listing information available to the State of Illinois telephone operators
- Alphabetical and departmental listings contained in the printed State of Illinois Telephone Directory

Since the MONIES program is the basis for these three vital informational sources, the **timeliness, consistency, and accuracy of MONIES directory entries is of great importance.** Maintaining accurate MONIES records is essential following the printing of the state directory, since the database is copied weekly for use by the state telephone operators and posting to the state's home page for departmental and alphabetical name searches.

To ensure your agency receives a sufficient supply of the new State of Illinois Telephone Directories, all agencies must complete and submit the enclosed directory order form. If you have not previously returned an order form, please submit one at your earliest convenience.

State of Illinois Telephone Directory
(Available September 2001)

AGENCY ORDER FORM:

State Agency: _____

Telecommunication Coordinator: _____

Number of Directories: _____

Central Delivery Address*:

    % Name:_____

    _____

    _____

    _____

*   Each agency is responsible for its own intra-agency delivery to multiple sites, branch offices, and work areas.

Return to:
CMS – Telecommunications Division
Directory Project
1st Floor
120 West Jefferson
Springfield, IL 62702